



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date 3/12/73	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No. 73-5		Date Received MAR 30 1973	Application No. / Date Completed 13-241 / APR 3 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Commissioner's Office 959 E. Confederate Ave. S. E. Atlanta, Georgia 30301		4. Person to Contact Diane Moore	5. Working Title Stenographer
		6. Tel. No. 627-3531	

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
1948 to date

9. Exact Series Title  
Speed Zone Orders File

10. What is the function of the office in which this record series is created?
- The Department of Public Safety, headed by the Commissioner and governed by the Board of Public Safety, is responsible for directing and coordinating all elements of criminal investigation, law enforcement, and public safety. Activities which facilitate this mission are; conduct of criminal and special investigations, provision of criminal laboratory facilities and services, assistance to local and Federal governmental agencies, (Investigation Division)
- Enforcement of laws of highway safety and support of public safety programs (Uniform Division) and development, direction, and coordination of all public safety and education programs, issuance and control of drivers' licenses, inspection of motor vehicles, provision of training for fire and police officers, maintenance of data on highway accidents. (Education & Safety Division)

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
- Documents relating to orders to establish speed zones.
- Included are request for speed zone study, request to Department of Transportation for survey. Survey report, orders of Commissioner, letter enclosing order.
- File arranged by county, then chronologically.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	3	4.5		.2	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6 ft.	
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	2 - 3 times weekly	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ] [ ]
14. Is there a duplication of this series in another office or agency?  
 Duplicated in Transportation Department ☒ [ ] [ ]
15. Is the information contained in this series ever summarized or published?  
 Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed?  
 Transportation Department copy ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ [ ]

administrative value

 24. REQUIREMENTS. The following requires the files to be kept indefinite years:

 a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

- Orders establish speed zones over wide areas for indefinite periods of time.
- At present, there is no annually updated list of zones; therefore it is necessary to keep all documents.

 25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER \_\_\_\_\_, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.

☒ Other: (Specify) DESTROY when  
 Commissioner of Public Safety: Hold in file until superceded or no longer needed for reference.

—Local office copy: Follow instructions for Commissioner of Public Safety-copy.

(Indicate briefly rationale for recommendations above/or write additional remarks):  
 This standard is subject to review pending acceptance of recommendation for EDP treatment of series.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Chia Lee J. Wilson</i>	3/25/73	<i>Ray B. ...</i>	3-27-73
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William W. ...</i>	4-2-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll ...</i>	3-30-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert ...</i>	4-3-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

 STATE RECORDS  
 COMMITTEE